

UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, Logistics Services Division

DATE: 5 February 1963

FROM : Chief, Passenger Vehicle Branch

SUBJECT: Monthly Activity Report - January 1963

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c. [REDACTED] Bus Driver (W-6) is "on the job" training as a Dispatcher and to date is doing very satisfactory.

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d. [REDACTED] Chauffeur (W-4) EOD with the PVB on 29 January. All personnel slots are now filled except one W-4 Chauffeur.

## 2. New Vehicles:

On 22 January the EDCI and DDR were each assigned a 1963 LeSabre Buick equipped with two-way radio on the Motor Pool frequency. The vehicles previously used by these Offices are in the Motor Pool service.

## 3. Charter Busses:

This office arranged for a charter bus to transport 40 OCR personnel to the Army Chemical Center, Edgewood, Maryland and return on the 9th of January. The total charge for this trip was \$97.40 which was paid for by OCR.

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4. Commercial Busses:

The D. C. Transit System, Incorporated notified this office that on 4 February 1963 they were authorized to operate a connecting bus service between Headquarters Building and Friendship Heights. Pertinent information was obtained and used as the basis for the Employee Bulletin regarding this service.

5. Chauffeurs Uniforms:

A requisition for Chauffeur's uniforms for FY-63 is being initiated. Currently winter and summer uniforms are black. A sample of summer uniform material in medium gray color, identical to the uniforms used in summer by State Department and other Government agency chauffeurs, was submitted to C/LSD for approval which was granted. Also, this new material is 55% Dacron and 45% wool, is the same price, and undoubtedly will enhance the appearance of the Agency's Chauffeurs.

6. Weather problems:

Due to low temperatures we have experienced difficulty in starting the engines in some of the cars which are parked overnight at the Headquarters Building. One morning there were nine cars which refused to start. However, the mechanics from [REDACTED] Garage have been very helpful in this problem and have had the engines running prior to the vehicles need. At no time has a scheduled run been delayed due to cold weather.

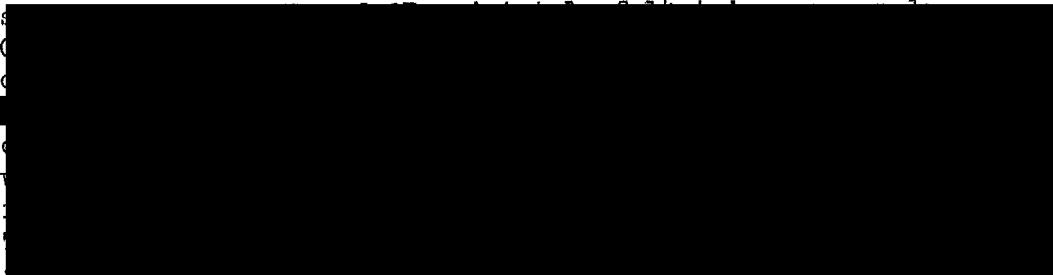
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7. Bus operations:

All shuttle busses operated normally during the month with the exception of one limousine which broke down on the Parkway and was out of operation for approximately three hours. A 24 passenger green bus was used as a substitute during this period. No complaints were received by this office due to this incident.

8. Special Busses:

During this month this office operated special bus



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